

**CENTRAL JERSEY JOINT INSURANCE FUND  
MEETING MINUTES  
March 20, 2019  
RUTGERS VISITOR CENTER, PISCATAWAY, NJ**

**MEETING OF THE EXECUTIVE COMMITTEE CALLED TO ORDER AT 11:00 A.M.  
OPEN PUBLIC MEETING STATEMENT READ INTO RECORD**

**ROLL CALL OF THE 2019 EXECUTIVE COMMITTEE**

William Northgrave, Chairman, Township of Edison	Absent
Daniel Frankel, Vice Chairman, Borough of Sayreville	Present
Nancy Costa, Secretary, Township of Hillsborough	Present
Robert Vornlocker, Township of Franklin	Present
Michael Gross, City of South Amboy	Absent
Timothy Dacey, Piscataway	Present
John Bennett, Township of Woodbridge	Present (arrived 2:06pm)
Edward Kirschenbaum, Borough of Belmar	Absent
Jay Muldoon, Borough of Metuchen	Present

**ALSO PRESENT:**

Jeremy Solomon, Bob Smith & Associates  
Richard Lorentzen, Treasurer  
Donna Setzer, Qual Lynx  
Kathy Kissane, Qual Lynx  
Tony Jones, Qual Lynx  
Jay McManus, North American Insurance Management  
Amy Pieroni, Acrisure  
Lindsay Travali, Acrisure  
Bob Gemmell, Brown & Brown  
Ilene Laursen, Conner Strong & Buckelew  
Don Ruprecht, JA Montgomery Risk Control  
Paul Shives, JA Montgomery Risk Control  
Raven Williams, Township of Franklin  
Joseph Hrubash, Perma  
Rachel Chwastek, Perma  
Brandon Tracy, Perma

**CORRESPONDENCE: NONE**

**MINUTES:** February 20, 2019 Open Minutes

**MOTION TO APPROVE MINUTES FOR FEBRUARY 20, 2019**

Moved:

Commissioner Dacey

Second: Commissioner Vornlocker  
Vote: 5 Ayes, 1 Abstention (Costa)

**EXECUTIVE DIRECTOR:**

**Belmar First Aid Squad Membership** – The Borough of Belmar has requested a price quote to add the Borough’s First Aid Squad as an additional insured under its policy. The Fund Office is working with the Borough’s Risk Manager to possibly extend coverage for the squad’s property and vehicles on April 1st. The annual added assessment would be \$23,243. The Fund already covers its volunteers for Workers Compensation. If the Board agrees, we would like to extend coverage contingent upon the Borough approving adding this entity.

**MOTION TO EXTEND PROPERTY COVERAGE TO BELMAR FIRST AID SQUAD EFFECTIVE APRIL 1, 2019**

Moved: Commissioner Dacey  
Second: Commissioner Costa  
Vote: 5 Ayes, 0 Nays

**2019 PRIMA Conference** – The JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Orlando from June 9-12. Please notify the Fund office if you are interested in attending.

**2019 MEL/RCF/EJIF March 29<sup>th</sup> Meeting & Retreat:** The MEL, RCF and EJIF will be holding their March meetings in conjunction with the MEL Annual Retreat. The meetings and retreat are scheduled for March 29<sup>th</sup> at 9AM at the Princeton Marriott. The purpose of the retreat is provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF.

**2019 MEL & MR HIF Educational Seminar:** The 9<sup>th</sup> annual seminar is scheduled for Friday, May 3, 2019, beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and Municipal Reinsurance Health Insurance Fund (MR HIF) members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs.

Included in the agenda was the enrollment form. An electronic fillable form will also be distributed via email to fund commissioners and risk managers.

**Rules & Contracts Committee** – The Rules and Contracts Committee will be meeting in the next few weeks to discuss a possible dividend disbursement to members along with several other topics. A full report will be made at the next meeting.

**New MEL Employment Practices Helpline** – The MEL has established a new Employment Practices Helpline that members can utilize as a resource to guide them on employment related issues. Members can choose between three law firms who are all affiliated with local Joint Insurance Funds. The service is free to JIF members.

**Elected Officials Training Course:** Every year, the MEL holds training seminars for elected officials and reduces a member's assessment by \$250 for each municipal elected officials completing the course by May 1<sup>st</sup>. This year's elected officials training program focus is on "Employment Practices Liability". The Fund office will be working with various attorney's to schedule sessions in the next few months. This course is available online; instructions were enclosed in the agenda.

**League Magazine:** Enclosed in the agenda was the latest in the series of "Power of Collaboration" to appear in the League magazine. Each of the MEL advertisements highlights activities of the MEL and JIFs as well as people who have rendered significant service. This advertisement highlights the Bergen and South Bergen JIFs collaboration with the County of Bergen to finance a mobile driving simulator for training emergency services personnel.

**Financial Disclosures:** Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of the MEL/EJIF/RCF Commissioner and any municipal related positions that require filing. We have been asked by the Division of Local Government Services to update the 2019 Fund Commissioner roster and expect a notice to be issued shortly.

Mr. Hrubash advised the first League Magazine article was about the Edison DPW Fire, and who the fund pulled together and helped Edison get snow equipment before the impending storm arrived.

Mr. Hrubash also advised he had a legislative update. There is currently a bill moving quickly through the assembly that takes away the limitation on filing a sexual molestation claim. In the most recent version, Title 59 immunities were removed and the MEL attorney and Dave Grubb went to testify before the subcommittee to have them re-instated. Mr. Hrubash also advised there was also testimony on the Fire Fighter Cancer Presumption bill, requesting some controls in the coverage it provides.

**New Jersey Sustainable Energy Meeting (NJSEM):** NJSEM is a DCA approved Joint Meeting of NJ public entities with the desire to control energy costs and reduce greenhouse gases. Formed in 2009, the NJSEM was established by members of the MEL to procure electric and gas as a large buying group. NJSEM has saved the tax payers of its 200+ governmental entities approx. \$34.5 million in gas and electric costs.

NJSEM is free to join for any NJ governmental entity; Towns, Counties, MUA, Housing Authorities, Libraries, parking authorities, BOEs, etc. Members are given the opportunity to 'opt-out' of any auction. Enclosed in the agenda was the information with NJSEM savings as compared to PSE&G.

**Central JIF Monitoring Reports** – The Executive Director reviewed the Fund’s Pro Forma Monitoring Reports. As of 12/31/2018, the Central’s surplus is at 9 million. Mr. Hrubash advised there is no January FFT as the accounting department is working on the 2018 audit. The LTAF report shows the Central JIF is 0.29, which is good for early in the year.

The Executive Director then asked if there were any questions and concluded his report.

Reports Made Part of Minutes.

**TREASURER:** The Treasurer, Mr. Richard Lorentzen, presented the Bill’s List.

**RESOLUTION 13-19 MARCH 2019 VOUCHER PAYMENTS**

2017	\$	2,500.00
2018	\$	81,544.00
2019	\$	147,046.63
	\$	231,090.63

**MOTION TO ADOPT RESOLUTIONS 13-19, APPROVING THE VOUCHER PAYMENT LISTS, AS SUBMITTED:**

Moved:	Commissioner Bennett
Second:	Commissioner Costa
Vote:	6 Ayes, 0 Nays

Voucher Lists, Treasurer Report & Investment Portfolio Reports Made Part of Minutes.

**CLAIMS/ MANAGED CARE:**

**CLAIMS** – Kathy Kissane reported the Claims Committee reviewed the PAR’s for February today. She respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for March.

**PAYMENT AUTHORIZATION REQUESTS:** Executive Committee reviewed payment authorization requests presented by Claims Service in March. Claims Review Committee reviewed and recommended as submitted.

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS FOR MARCH CLAIMS PRESENTED IN EXECUTIVE SESSION BY QUAL-LYNX:**

Moved:	Commissioner Costa
Second:	Commissioner Muldoon
Roll Call Vote:	6 Ayes, 0 Nays

**MANAGED CARE:**

**CLAIMS** – Donna Setzer reported a total number 305 bills totaling \$327,685.07 came in, \$101,266.38 was paid yielding a savings of \$226,418.69 or 69% with a network penetration of 98%.

## **UNDERWRITING MANAGER**

**LIST OF CERTIFICATES ISSUED** – Ms. Chwastek advised 13 certificates were issued 1/22/2019 to 2/22/2019.

List of Certificates made part of the minutes.

**MARKETING MANAGER:** – Marketing Manager advised they will be meeting with the Executive Director’s office to discuss some 2020 opportunities currently being explored.

**SAFETY DIRECTOR:** - Paul Shives advised the Safety Director’s report was included in the agenda. The report included a list of loss control activities for the month of February and a list of MSI training through April. Regional Training – “Practical Leadership Skills for Law Enforcement” Workshop – was held on March 12<sup>th</sup> at the Sayreville Police Headquarters and was very well attended. There is a regional training scheduled for April 4<sup>th</sup> on Drug and Alcohol testing and an Executive Safety Meeting to held on April 17<sup>th</sup>, prior to the JIF Meeting. He asked if there were any questions and then concluded his report.

Mr. Muldoon then asked about the MEL Leadership included in the Safety Director’s Report. Don Ruprecht provided more details on the three day program.

**RISK MANAGERS:** NONE

**OLD BUSINESS:** NONE

**NEW BUSINESS:** Mr. Hrubash advised the new logo has been updated on the website and multiple images from the Safety Luncheon have been included on the Safety’s page.

**PUBLIC COMMENT:** NONE

## **MOTION TO ADJOURN**

Moved:	Commissioner Dacey
Second:	Commissioner Costa
Vote:	6 Ayes, 0 Nays

Meeting adjournment at 2:19 p.m.

Prepared by Rachel Chwastek, Assisting Secretary for

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Nancy Costa, Secretary